

United States Department of Agriculture



Natural Resources Conservation Service
One Credit Union Place, Suite 340
Harrisburg, PA 17110-2993

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

November 13, 2008

«Decision_Maker_Common_Name»
«Decision_Maker_Information_Address_Line»
«Decision_Maker_Delivery_Address_Line»
«Decision_Maker_Address_City», «Address_State» «Address_Zip_Code»

Program: Conservation Security Program
Contract No: «Contract_Number»

Dear «Decision_Maker_Common_Name»:

Annual payments for Conservation Security Program (CSP) contracts are being prepared. This letter is being sent to you so that you may certify that you are maintaining all benchmark environmental conditions of the agricultural operating unit and following the terms and conditions of your CSP contract. Your annual payment requires that you continue to apply and maintain all established enhancement activities and practices detailed in your contract. If, for any reason, you cannot certify that you are meeting these conditions, you will need to contact your NRCS office immediately.

You are also required to notify NRCS immediately if you anticipate any of the following changes:

- Loss of control of all or part of the land under contract
- Changes to your operation, including land use changes or enrollment in another program
- Changes to your banking information that will affect direct deposit of program payments
- Changes to your business type or membership impacting the distribution of payment shares

We must process all CSP annual payments no later than January 23, 2009. Any new enhancements scheduled for 2009 will be eligible for payment after they are completed the first time and may be certified and paid after the January deadline.

Please contact your local field office within 15 days so NRCS can schedule for you to certify that you are meeting contract requirements, and for you to make application for payment on form NRCS-1245, Practice Approval and Payment Application. The phone number for the «County» Field Office is «Phone».

Failure to contact us for certification will delay your payment.

We look forward to hearing from you.

Sincerely,

Kelly L Ireland

Kelly L. Ireland
CSP Program Manager

Cc: «District_Conservationist»
District Conservationist
«County»

Helping People Help the Land

An Equal Opportunity Provider and Employer